



APPLICATION

HINGHAM COMMUNITY PRESERVATION PROJECT PROPOSAL

**Community
Preservation Committee**
Preserving our past. Building our future.

Final CPA Application
DUE: October 10, 2016
Step 2 of 2



Have you completed the Preliminary CPA Application Process with our Engineering Department? *(Preliminary Application is Step 1 of this 2-step application process; it is required prior to completing this form.)*

☐
Y☐
N

Have you reviewed the CPC Process Manual located on the website?

☐
Y☐
N

Have you been contacted by and/or identified your CPC Project Manager?

☐
Y☐
N

The Community Preservation Committee (CPC) is pleased to be able to offer to citizens of Hingham the opportunity to apply for Community Preservation funds. Under the Community Preservation Act, the Town may use these funds for the following purposes:

- ❑ **Acquisition, creation and preservation of open space/recreation:** Open space includes land protecting scenic vistas, forested land, land protecting wells, aquifers and recharge areas, fields, and land for active or passive recreational use including playgrounds and athletic fields for non-commercial sports, trails, parks, and community gardens. Community Preservation funds may be used to protect open space by outright purchase or by extinguishing or limiting development rights through the purchase of permanent conservation or agricultural preservation easements or restrictions and where a property interest is acquired a permanent restriction will be recorded..

“Recreational use”, active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. “Recreational use” shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure. Rehabilitation/restoration such as capital improvements, extraordinary repairs to make the resource functional, and compliance with The Americans with Disabilities Act are allowable uses of CPA funds, under the open space/recreation category. The use of funding for the acquisition of artificial turf is not allowable under CPA.

- ❑ **Acquisition, preservation, rehabilitation and restoration of historic resources:** Historic resources are defined as a building, structure, vessel or real property that is listed on the State Register of Historic Places or has been determined by the Hingham Historical Commission to be significant in the history, archaeology, architecture or culture of Hingham. Community Preservation funds may be used for the preservation, restoration and rehabilitation of historic resources, but not for routine maintenance. Investment in historic resources must be protected by a permanent historic preservation restriction where an interest in property is acquired.
- ❑ **Creation, preservation and support of community housing:** Low income (less than 80% of the area-wide median) and moderate income (less than 100% of the area-wide median) housing for individuals and families, including low or moderate income senior housing. Community Preservation funds may be used for low interest loan programs to income-eligible first time home buyers, for financial assistance to income-eligible homeowners, for gap funding, to match state or federal low-income housing grants, or for other support of community housing. The Town’s investment in community housing not owned by the Town must be protected by a permanent affordability restriction.

If you have any questions about the application or the information required for your project, please call Carol Costello at 781 804-2306 or email at CPCAdmin@hingham-ma.gov.

APPLICATION PROCESS

TIMELINE FOR APPROVAL

Step 1: Complete and Submit the Preliminary Application by August 19, 2016

Submit 1 (one) original and a PDF file to CPCAdmin@hingham-ma.gov.

Sept 2: Complete and Submit the Final Application by October 10, 2016

Submit 1 (one) original and 10 (ten) copies, along with a PDF file to:

Hingham Community Preservation Committee / ATTN: Carol Costello – Engineering Department
25 Bare Cove Park Drive, Hingham, MA 02043 / Email PDF to: CPCAdmin@hingham-ma.gov / P: 781 804-2306

(NOTE: if you wish to add or plan to have handouts during the presenting stages PLEASE bring 1 original and 10 copies)

IMPORTANT NOTE: Late Submissions – Due to the length and complexity of the process leading to Town Meeting recommendations, the Committee does not generally consider applications submitted after the deadline. You should have completed the preliminary application processed offered by our Engineering Department.

Step 3: Please reference the CPA Process Manual which is located under CPC on the Town's website.

Step 4: Community Preservation Committee Review and Public Comment (it is important to continue to check the CPC website for upcoming meeting schedule and attend whenever possible)

- A. The CPC will review applications to determine whether:**
 - ☐ Proposed projects are eligible for Community Preservation funding;
 - ☐ Proposed projects are sufficiently developed in terms of their work plan and timing for further consideration; and
 - ☐ Proposed projects are consistent with town goals and plans and will provide a benefit to citizens of Hingham (see attached criteria).
- B. Public Comment:** The CPC will seek public comments on proposed projects at an initial public hearing to be scheduled in January 2017.
- C. CPC Recommendations:** The CPC will make its final recommendations for funding in the form of warrant articles to be voted on at the 2017 Town Meeting.

Step 5: Town Meeting Approval

The CPC determines which projects are most appropriate for funding and presents its recommendations to the Board of Selectmen and Advisory Committee, each of which votes either to support or not to support each recommended project. Projects are then presented in the warrant for Town Meeting consideration. Town Meeting has the final authority to award funds from Hingham's Community Preservation Fund. A majority vote is required to approve funding. A two-thirds vote is required to approve acquisition of real property.

Step 6: Funding Award

Funding for approved projects will be available following Town Meeting, subject to satisfaction of any closing conditions established by the Community Preservation Committee and Town Meeting. Funds will not be released until any required restrictions have been recorded at the Registry of Deeds. Upon approval by Town Meeting, grantees will be required to enter into a Grant Agreement specifying the amount and conditions of the grant. An example of the CPC grant agreement is located on the Town's website, under Community Preservation Committee then under Guidelines and Applications.

Final Application for Community Preservation Funding

Please include Page 3 & 4 only in your application submission

office use only:

Participated in Preliminary Process?

☐
Y☐
N

DATE RECEIVED IN CPC OFFICE:

Have you reviewed the CPC Process Manual located on our Town's website? ☐ Yes ☐ No

Project TITLE				
Project LOCATION	Map: ____ Lot ____ Indicate the location of the project using a Town GIS map. Include additional maps as helpful including aerial, zoning, vegetation and abutting buildings.			
Project CONTACTS	Name / Organization	Email Primary source of communication	Phone	Mailing address
Primary				
Other Contacts				

Community Preservation Purpose: *Check all that apply*

____ Historic Preservation ____ Open Space ____ Recreation ____ Community Housing

Project Summary: Attach a high level description of the Project using the following categories:

1. Project Scope, including the property involved and its proposed use
2. Key Steps for Implementation with a timeline and associated estimated costs (Note: Projects must be completed within two years of receipt of the grant award unless an extension is given for good cause.)
It is highly recommended that you include 3 estimates with your cost evaluation.
3. List of Stakeholders and their respective Needs or Requirements
4. Professional Oversight and Ongoing Project Management Responsibility
5. Anticipated Maintenance after project completion and Responsibility for Ongoing Maintenance
6. Benefit(s) to Hingham
7. Criteria to determine Success of Implementation
8. Additional Information (if not covered in the categories above)

Control of Site: Attach a statement indicating whether the applicant owns or has a purchase agreement for the property in the Project. If the property is under agreement describe the agreement, including timing and conditions. If the applicant does not have site control, please explain.

Feasibility: List all further actions or evaluations that will be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any known or potential barriers to moving forward.

Attachments:

Include the following with ALL applications (if applicable)

- ☐ Assessor's map showing location of the Project
- ☐ Photographs of the site and any existing structures located on the site

Include the following if applicable:

- ☐ Architectural plans and specifications (for new construction or rehabilitation)
- ☐ Maps, renderings, etc.
- ☐ Historic structures report, existing conditions report
- ☐ Names and addresses of project architects, contractors and consultants
- ☐ Other information useful for the Committee to consider the project

Project PLAN / TIMELINE	Estimated Date for Beginning of Project:	Estimated Date for Completion of Project:
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If the proposed project is a phase of a larger project, describe the overall project and timeline. Describe the major milestones and when the project will be completed. Include an estimate of when the CPA funds requested will be needed.

Project FUNDING	A. CPA funds Requested:	B. Total Amount of other funds to be used: (list below) * Do you intend to seek additional grants/funding from the Town, State or any other organization?	C. Total project cost (A+B):
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PRIVATE OWNERS: Have you submitted the necessary documents from the "Private Owners seeking CPA funds" checklist provided by your CPC Project Manager? ____ Yes / ____ No

Budget – Outline the total budget for the project and how CPA funds will be spent. Break the project down by year of expenditure. Describe all funding sources. Where applicable, describe how much of the proposed CPA funding should be ascribed to each of the four CPA purposes. ***Make sure to consider any administrative expenses required to complete the project (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and explain how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects and can include up to any 10% of the budget. PLEASE NOTE: Non-Profit Organizations should also include a current financial statement.***

*** Other Sources of Funding Available:**

Source of Funding	Amount Requested	Status	Timing Considerations	Contingent on CP Funding?

I hereby certify under the penalties of perjury that the above information is true and correct to the best of my knowledge. (please print clearly)

Name of Project: _____

Print Name & Signature: _____

Proponent: _____

Address: _____

Telephone #s: _____

Email address: _____ **Date:** _____

Note: Before final approval, the project proponent will be required to verify that the information in this submittal is true and correct. Supplemental/supporting documentation, such as attested copies of recorded deeds or restrictions or corporate papers, may also be required. If you have any questions or need assistance, please contact the Hingham Community Preservation Committee at the above address. Thank you for your submission.

DEFINITIONS

The following words shall, unless the context clearly indicates a different meaning, have the following meanings:

“Acquire”, obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise; shall not include a taking by eminent domain, except as provided in this chapter.

“Annual income”, a family’s or person’s gross annual income less such reasonable allowances for dependents, other than a spouse, and for medical expenses as the housing authority or, in the event that there is no housing authority, the department of housing and community development, determines.

“Appraisal” is defined as an opinion of value by professional appraisal standards (Uniform Standards of Professional Appraisal Practice). An appraised value is more accurate than the Broker’s Price Opinion (BPO).

“Broker’s Price Opinion” (BPO) is the process a hired sales agent utilizes to determine the selling price of a real estate property. BPOs are popularly used in situations where lenders and mortgage companies believe the expense and delay of an appraisal to determine the value of properties is unnecessary. A financial institution will order a BPO from a Real Estate Broker in which the broker will do a drive by BPO or an interior BPO.

“Capital improvement”, reconstruction or alteration of real property that: (1) materially adds to the value of the real property, or appreciably prolongs the useful life of the real property; (2) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.

“Community housing”, low and moderate income housing for individuals and families, including low or moderate income senior housing.

“Community Preservation/CP”, the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic resources and the creation and preservation of community housing.

“Community Preservation Committee/CPC”, the committee established by the legislative body of a city or town to make recommendations for community preservation.

“Community Preservation Fund”, the municipal fund established by the Town

“Historic resources”, a building, structure, vessel real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

“Legislative body”, (in Hingham, this is the Town Meeting) the agency of municipal government which is empowered to enact ordinances or by-laws, adopt an annual budget and other spending authorizations, loan orders, bond authorizations and other financial matters and whether styled as a city council, board of aldermen, town council, town meeting or by any other title.

“Low income housing”, housing for those persons and families whose annual income is less than 80 per cent of the area wide median income, as determined by the United States Department of Housing and Urban Development.

“Low or moderate income senior housing”, housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

“Maintenance”, incidental repairs which neither materially add to the value of the property nor appreciably prolong the property’s life, but keeps the property in a condition of fitness, efficiency or readiness.

“Moderate income housing”, housing for those persons and families whose annual income is less than 100 per cent of the area wide median income, as determined by the United States Department of Housing and Urban Development.

“Municipal agency”, any department or office of a city or town government and any council, division, board, bureau, commission, institution, tribunal or other instrumentality thereof or thereunder.

“Municipal employee”, a person performing services for or holding an office, position, employment or membership in a municipal agency, whether by election, appointment, contract of hire or engagement, whether serving with or without compensation, on a full, regular, part-time, intermittent, or consultant basis, but excluding (1) elected members of a town meeting and (2) members of a charter commission established under Article LXXXIX of the Amendments to the Constitution.

“Open space”, shall include, but not be limited to the undeveloped, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

“Preservation”, protection of personal or real property from injury, harm or destruction.

“Private Project” any work performed by a “Non-Municipal agency” (e.g. non-profit organization, private citizen, etc.) on a non-municipally held asset or a private asset.

“Public Project” any work performed by or on behalf of a “Municipal agency” on a municipally held or managed public asset.

“Real property”, land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, land interests.

“Real property interest”, a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein, including the interest of a beneficiary in a trust which holds a legal or equitable interest in real property, but shall not include an interest which is limited to the following: an estate at will or at sufferance and any estate for years having a term of less than 30 years; the reversionary right, condition or right of entry for condition broken; the interest of a mortgagee or other secured party in a mortgage or security agreement.

“Recreational use”, active or passive use for pleasure/fields including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, parks, playgrounds or athletic fields. “Recreational use” shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure. Rehabilitation/restoration such as capital improvements, extraordinary repairs to make the resource functional, and compliance with The Americans with Disabilities Act are allowable uses of CPA funds, under the open space/recreation category. The use of funding for the acquisition of artificial turf is not allowable under CPA.

“Rehabilitation”, capital improvements, or extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses, including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building access codes; provided, that with respect to historic resources, “rehabilitation” shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68; and provided further, that with respect to land for recreational use, “rehabilitation” shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use.

“Support of Community Housing”, shall include, but not be limited to, programs that provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to an entity that owns, operates or manages such housing, for the purpose of making housing affordable. See following link for the full legislative language: <http://www.communitypreservation.org/content/cpa-overview>

DECISION GUIDELINES:

A. All proposals must meet certain threshold requirements.

- ☐ Completeness
- ☐ Eligibility for funding under the Community Preservation Act
- ☐ Feasibility within reasonable time frame
- ☐ Compliance with legal, zoning and other Town board or committee requirements
- ☐ Benefits the Town at large
- ☐ The project's consistency with Town-wide planning efforts and reports that have received broad based scrutiny and input
- ☐ Administrative and financial management capabilities of the applicant
- ☐ Applicant has site control or written consent by the property owner to submit an application.

The Committee reviews each project using the following criteria:

1. MATURE - Project is fully developed and does not need further definition
2. STANDS ALONE - this project does not commit the CPC to future initiatives?
3. TIME SENSITIVE - Opportunity will be lost if we fail to act
4. ALTERNATIVE CAPITAL - NO other capital sources would be available to fund the project
5. LEVERAGES - the value of the CPA capital is multiplied through other contributions
6. LONG TERM PLAN - part of an integrated long-term plan by proponent

B. Proposals rank higher if they:

- ☐ Preserve community character
- ☐ Have a demonstrated level of community support
- ☐ Are consistent with the Town's Master Plan
- ☐ Serve more than one CPA purpose
- ☐ Save a resource that would otherwise be lost
- ☐ Leverage other public or private funds
- ☐ Show that the project will achieve its goal and is feasible, cost effective and prudent
- ☐ Create incentive for private projects
- ☐ Are supported by the relevant Town boards or committees
- ☐ The extent to which the project serves multiple or underserved populations
- ☐ Whether or not the project fulfills more than one purpose of the legislation: housing, historic preservation, open space or recreation
- ☐ Demonstrated financial need
- ☐ The provision for maintenance of the project

C. Specific category projects rank higher if they:

Community Housing

- ☐ Contribute to 10% Chapter 40B affordability goal
- ☐ Ensure affordability in perpetuity
- ☐ Promote reuse of existing buildings or new construction in previously developed areas
- ☐ Give priority to current or former residents and qualified Town employees
- ☐ Convert market rate housing to affordable rental or owner occupied housing
- ☐ Are affordable by persons or families with annual incomes less than 80% of the area-wide median income

Historic Preservation

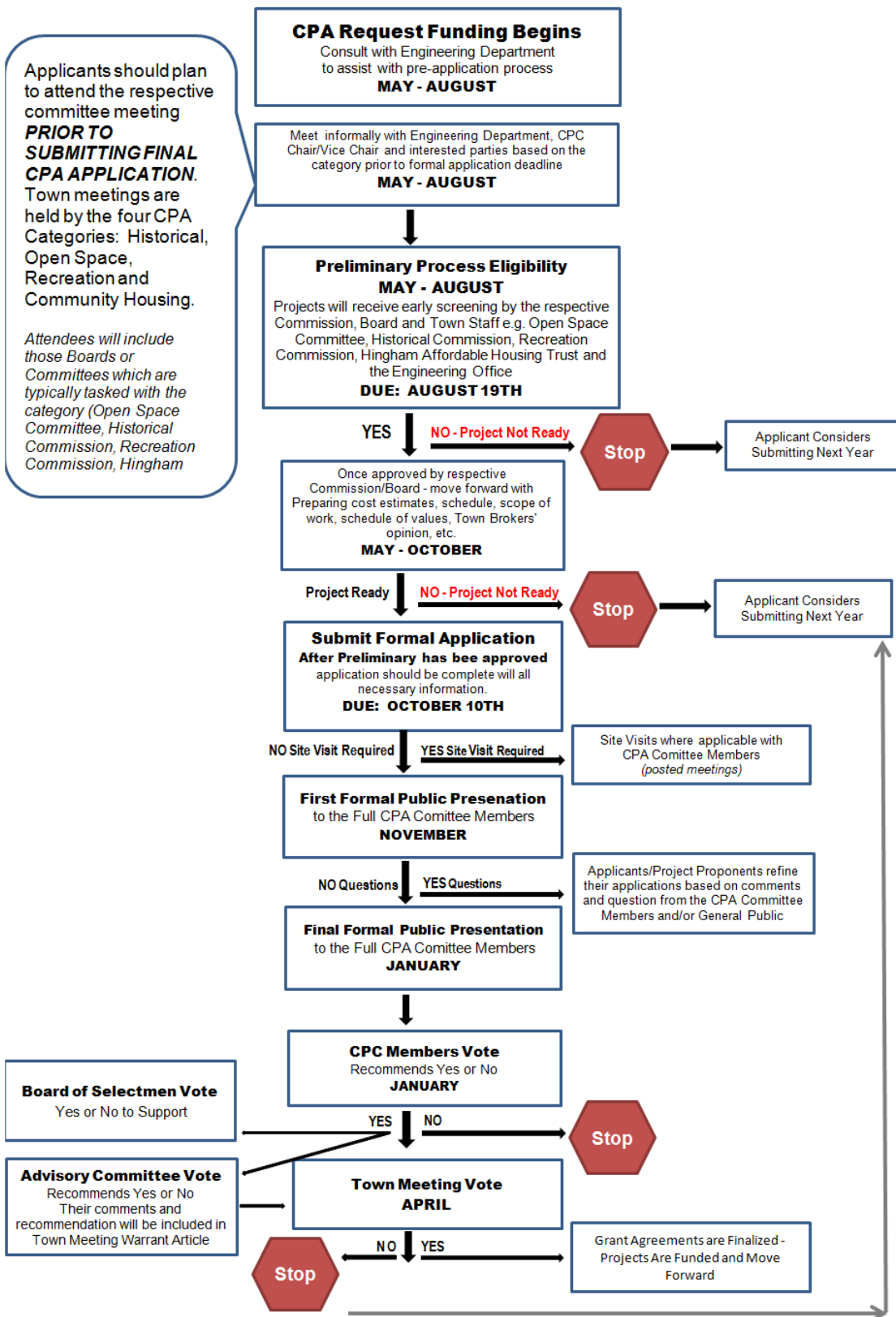
- ☐ Preserve Town owned historic resources
- ☐ Preserve the exterior or structural integrity of endangered historic resources owned by non-profit organizations
- ☐ Preserve endangered structures and features, such as barns, outbuildings and fences that are important to the Town's character
- ☐ Preserve historic landscapes or enhance the public's ability to use and enjoy such landscapes

Open Space and Recreation

- ☐ Protect water resources
- ☐ Preserve Hingham's character
- ☐ Abut or link up existing conservation lands
- ☐ Provide or improve public access to open space, especially waterfront and shorelines, rivers and streams
- ☐ Preserve or enhance distinctive streetscapes, views or vistas
- ☐ Preserve important wildlife or vegetation habitat
- ☐ Provide needed active or passive recreational opportunities
- ☐ Are consistent with Hingham's Open Space Plan
- ☐ The inclusion of an appropriate permanent deed restriction, preservation restriction, or conservation restriction.

Seeking CPA Funding?

Steps to Guide you through the process:



CPC PROCESS Manual / Engineering Department Rev April 2016

TABLE 6 ALLOWABLE SPENDING PURPOSES (G.L. C. 44B, § 5)

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITION (G.L. c. 44B, § 2)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.	Building, structure, vessel, real property listed or eligible for listing on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. Does not include horse or dog racing, the acquisition of artificial turf for athletic fields or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low income seniors. Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUIRE -Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
CREATE -To bring into being or cause to exist. Seideman v. City of Newton, 452 Mass. 472 (2008)	Yes	No	Yes	Yes
PRESERVE -Means protect from injury, harm or destruction, not maintenance	Yes	Yes	Yes	Yes
SUPPORT -Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable	No	No	No	Yes, includes funding for community's affordable housing trust
REHABILITATE/RESTORE -Means remodel, reconstruct or repair (extraordinary, not maintenance) to make property functional for intended use, including improvements to comply with federal, state or local building or access codes or with federal standards for rehabilitation of historic properties.	Yes, if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

END